

**WOODLAND PUBLIC LIBRARY
BOARD OF TRUSTEES**

Minutes, September 22, 2008

Present: Alain Traig, Kay Hodges, Tom Pavao, Bud Goding
Unexcused absence: Jorel Difuntorum
Staff: Sandra Briggs, Carol Beckham

The meeting was called to order by President Bud Goding at 7:35 PM.

- I. Welcome visitors
The Board welcomed Bobby Harris.
- II. Public comment
There was no public comment.
- III. Review of Agenda
The agenda was approved as presented.
- IV. Approval of minutes
The meeting of September 8, 2008, was canceled due to lack of quorum, and the minutes of August 4, 2008, were approved as presented on motion made by Kay Hodges and seconded by Tom Pavao.
- V. Communications
Sandy presented the following communications:
 - Sandy invited the Board to come to Library Card Sign-up Month Open House at the library on Friday, September 26th, from 5:30 to 7:30. Patty has sent announcements geared to teens and children to local schools regarding the Open House on September 26.
 - She distributed the Calendar of Events for the month of September which features Banned Book Week September 27 through October 4, Bedtime Story Time on September 30 at 6:30 with children's author Sandy Simpson reading her book *Sally the Sheep and the Very Cloudy Day*, Brown Bag Book Club continuing on first and third Wednesdays from 12:00 to 1:00, and Kid's Book Club on October 9 at 4:00 discussing *Among the Hidden* by Peterson Haddix.
 - Sandy received a request from a political group asking to do voter registration on library grounds. Sandy checked with the Director of Administrative Services and the City Attorney who advised that the grounds of the library do not constitute a "public forum." The group has not checked back.
 - Sandy was awarded an LSTA grant for \$5,000, with \$4,066 available to be used for salaries for replacements to release staff for training.
 - Mountain Valley Library System has allotted us \$1,300 for staff training.

- We applied for a small grant to acquire Braille materials and submitted a letter of intent to apply for a National Endowment for the Humanities grant entitled *Picturing America*.
- As part of United Way's Day of Caring, Target employees dug out soil and applied compost to the flower beds in the Leake courtyard and donated \$1,000 to Literacy.
- Library staff will read stories for the California Arts Day activities on October 3.
- The State Library says to anticipate cuts to funding for Direct Loans and Inter-Library Loans.
- Sandy distributed a copy of City Manager Mark Deven's letter to the editor regarding the State's proposal to balance the budget by "borrowing" from local governments. As it turns out, the extent of the damage appears to be \$142,000 city-wide in redevelopment funds.
- Visitor Bobby Harris has reported on the library's strategic planning process via a blog located at www.yolosun.wordpress.com
- Nominations for CALTAC awards have been submitted.
- The library has received the current (2008) edition of California Library Statistics, which covers fiscal year 2006-07.

VI. Old Business

A. Consider strategic planning work and set policy direction

1. Mission revision

The Board considered a proposed Mission Statement, "The Woodland Public Library endeavors to serve as the primary information resource for all segments of the community by providing a current and comprehensive variety of printed and electronic materials along with professional librarian guidance and assistance in order to ensure free and efficient access to information, to support and stimulate education, and to increase community awareness, integration and interaction." Tom moved and Kay seconded that the word "segments" be replaced with the word "residents" and that the revised Mission Statement be accepted. Motion carried.

2. Approve process for exploring shelf-ready materials
Sandy said that Berta Boegel is researching Roseville and Folsom libraries' experiences with shelf-ready materials and will report when she has information.

3. Staffing service desks – replacement of temporary staff vacancies

Sandy would like to move toward recruiting for a specific skill set and hiring for a specific need for

substitute, on-call positions of Library Page and Library Technical Assistant I rather than dual rating classifications. The Board directed her to hire and train as she feels necessary to meet the needs of staffing requirements.

- B. Receive update on building maintenance and signage
Library and City staff met with contractor staff today to inspect construction progress. Concerns remain about the window paint, and there are many areas that need touch-up. City staff James Heath is preparing a punch list of required remaining work. The water softener drain pipe has been redirected and library street signs have been authorized and ordered.
- C. Discuss library expansion project
The in-coming president of Sunrise Rotary Club has expressed an interest in making the library and computers a priority for the Club. However, recent fiscal challenges at the national, state and local level could potentially render the project infeasible at the current time. Additional budget cuts and hiring freezes are anticipated at the mid-year budget adjustment.

VII. New business

- A. Review annual report presented to City Council
September 16, 2008
Bud presented the annual report and it was well-received by the City Council.
- B. Receive report on self check stations
Sacramento Public Library has ordered self check units from Millennium. Through their contract, we have ordered two licenses for \$6,400 and hardware for \$1,890. One unit will be a convertible unit at the lower part of the check out desk which can be used for regular circulation or can be changed to self check when that desk is not staffed. The other will be located in the main reading room area near the rotunda and will replace an OPAC unit.
- C. Consider participation in California Stories project
We are considering partnering with Daily Democrat photographer Matt Henderson and local cable company WAVE to apply for a California Council for the Humanities grant on oral histories of the community. Grant applications are due April 1, 2009. However, any additional scope of work has to be able to fully support itself.
- D. Succession planning for upcoming retirements
Sandy will be meeting all day on Wednesday with the

librarians as an extension of the Board's Strategic Planning process. She would like to have an all-staff all-day planning meeting with staff and the Board and close the library for the day. Bud said the Board would consider that. Sandy expressed concerns that upcoming retirement vacancies will not be able to be filled as they occur and will seriously impact the library level of service. She will be attending a staff/City Council budget meeting on October 28.

- E. Receive preliminary report on ILL reporting/reimbursements
It appears that we inaccurately reported our Inter-Library Loan activity for some time. We have been using a report that gives all loan requests filled, including for our own patrons, rather than loan requests filled for other libraries. We will report this to the State Library and will learn what corrective action is necessary. At the very least, it will mean a decrease in future revenues associated with ILL.

VIII. Reports

- A. Director
Sandy distributed information from American Library Association on library advocacy. The Board asked her to bring samples to the next meeting. She had distributed the Quarterly Report at the last board meeting on August 4, and asked if there were any questions. There were none. She will be on vacation from October 8 and return on October 28.
- B. Board
 - 1) Council meeting attendance
Bud attended the City Council meeting September 16 and presented the library Board's annual report.
 - 2) Individual Board reports
Bud attended the Friends Board meeting on September 3 and will report at the next meeting.

- IX. Future consideration
There was no discussion.

Next meeting: Monday, October 6, 2008
Prepared by Carol Beckham